D. <u>Addition to Form 73, Request for Internal Training</u> - A substantial number of training assistants spend several hours before each course in locating room numbers for sending out pre-course work. The telephone book is always out of date and DDO numbers are not listed. The individual student's room number and phone number are not contained on the Form 73. It is therefore recommended that the form be revised to include a section for this information. In the meantime a Special Bulletin might be sent out asking that this information be included until the form can be revised.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
UNCLASSIFIED	CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, ISS	7/16/73	
2	1036, C of C		
3			
4	EA/TR		
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks: Elmer:

Attached is an excerpt from the Task Force that ▓▓▓▓▓ chaired. Perhaps she or some other member of the Task Force has already mentioned this item to you. I'd appreciate your reaction so we can take some position yea or nay on the recommendation.

▓▓▓▓▓▓▓▓▓▓▓

Good idea! Interestingly enough, some time ago we began drawing a new form to combine the Form 73 with the Training Report, + one item included in our draft is to call for our

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
EA/TR 1016 C of C	x3107	12 Jul 73

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FORM NO. 237   Use previous editions
1-67

STATINTL

STATINTL

student's office address on 1

EAD 7/12/73

P.S. After checking, I find student's telephone number is on form 73, but not office address. I recommend complete revision, after appropriate study, excluding un-necessary items on present form & adding needed items such as student's office address.

EAD